



## COUNTY OF ERIE

**MARK C. POLONCARZ**  
**COUNTY EXECUTIVE**

### **Department of Parks, Recreation & Forestry** **Park Event Application**

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Park: \_\_\_\_\_ Location in Park: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Fax # (optional): \_\_\_\_\_

I would like to receive permit via: E-mail: ☐ \_\_\_\_\_ Mail: ☐  
Fax #: ☐ \_\_\_\_\_

Type of event/activity (Also include any specific needs or accommodations) Use  
Company/Group letterhead if applicable.

After receiving this information we will be able to confirm whether the Park can accommodate your request, what rental fees apply and an e-mail or call will be made to you. Depending on the type of event, you may be required to send us the Standard Insurance Certificate listing the **County of Erie** as additional insured. This must list the County with the following verbiage verbatim:

*County of Erie*  
*95 Franklin St Attn: Parks*  
*Buffalo, NY 14202*

**HELP US KEEP ERIE COUNTY PARKS SMOKE FREE AND LITTER FREE. PLEASE NO SMOKING**

The Parks will then be notified of your event and a permit will be issued to you. Information can be mailed at the address below, Faxed to 858-8314 (Attn: Michelle), or e-mailed to **Michelle.DePasquale@erie.gov**. Any questions please feel free to call 858-7037.

**MAILING ADDRESS:**

Erie County Parks Recreation & Forestry  
95 Franklin St. Room 1255  
Buffalo, NY 14202  
(716) 858-7037  
(716) 858-8314 (Fax)